

## **Minutes of the Board of Finance**

Feb. 11, 2013 – Town Hall – 7 p.m.

Members present: Justin Donnelly, Joseph Sangiovanni, Ryan Anderson, Chris Childs, Brian Kost, Scott Lingenfelter, alts. Tracy Eccles, Eric Harrington, Peter Boyd  
Also present: First Selectman Ed McAnaney, Selectman Brian Fitzgerald, Treasurer Christine Davidson, Director of Finance Deborah Cerrato, Secretary Bobbie C. Kling

Chairman Justin Donnelly called the meeting to order at 7 p.m.

Citizen Comment: None

Correspondence: None

Minutes – Mr. Sangiovanni moved to approve the minutes of the Jan 14, 2013 meeting, Mr. Anderson seconded. The minutes were approved as printed and distributed by unanimous vote.

\*New Capital Fund – After a brief discussion, Mr. Kost moved to establish a new Capital Project Fund for the Utility Extension Project (Fund #49) – Project approved at Town Meeting held November 1, 2012. Mr. Sangiovanni seconded. The motion was approved by unanimous vote.

Discussion of Suffield 5 Year Financial Plan - Mr. Donnelly briefly noted this report, and asked for suggestions for changes and fiscal guide lines. Mr. Anderson and Mr. Kost will do a final review and present the 5 Year Financial Plan at the next meeting.

### **\*Budget Transfers**

Public Works – The BoF discussed a request for additional funds (payroll \$8,750 and Employee Benefits \$669.37) for an inmate supervision position. This funding would add a new part time Inmate Supervisor Position. Any action would be contingent upon the Board of Selectmen approval. Mr. Kost moved to transfer from the Highway Department – Outside Services 0161011-50426 \$9,419 to Public Works – Payroll 0161001-50160 \$8,750, to Public Works – Employee Benefits 0161001 50210 \$669. Mr. Sangiovanni seconded. After a brief discussion, the motion was approved by a 5 to 1 vote; Mr. Lingenfelter voted against the motion.

Public Works – The Dept. of Public Works is requesting additional funds, \$9,019, to cover the unplanned spending increase for the renovation of the lower level offices at the Town Hall. Any action would be contingent upon the Board of Selectmen approval. Mr. Kost asked if the work had already been done. The First Selectman noted that the work has already been done. Mr. Kost noted that this is not the appropriate action; funding requests should be approved by the Board of Selectmen before coming to the Board of Finance for its approval. The work should be done after funding approval by the Board of Finance. After further discussion, Mr. Kost moved to transfer from Capital Non Recurring Fund - closed projects – (\$9,019) to Town Hall – Renovation – Lower Level (new project) 1088102 59056 \$9,019; Mr. Childs seconded. The motion was approved by a 4 to 2 vote; Mr. Kost and Mr. Lingenfelter voted against the motion.

Discussion FY 13/14 Budget Review calendar - The proposed meeting calendar was reviewed. After the review and discussion, the Director of Finance Deborah Cerrato will issue a revised calendar to BoF members for their final review.

Finance Director – Deborah Cerrato distributed to the Board, copies of reports,

- 1) Revenue Summary Budget - FYE 6-30-12 Which provided explanations for large variances from the budgeted amounts for revenue, 2) Expenditures FYE 6-30-12 Which provided explanations for the variances from the budgeted amounts for expenditures, 3) Revised Expenditure Budget FY 12/13 through December 2012 – 6 months through the year with year end projections, and 4) Revised Revenues Budget FY 12/13 through December 2012 – 6 months through the year with year end projections Mr. Childs and Ms. Eccles complimented the Finance Director for the well documented reports. The Board requested that these reports be submitted to the BoF quarterly.

First Selectman's Report – (with an anticipated executive session after his report)

Mr. McAnaney stated that he thinks, that after the state audit is completed, it will lead to the final payment for the High School from the State. We are not sure of what the number will be yet.

We did receive a grant for \$250,000 for the reconstruction of Canal Road. Funding from this grant will free up additional funds from the Bond Issue for the repair of other roads.

A lot of heavy construction i.e. the power line installation with heavy equipment has caused road damage notably Ratley Road and Stone Street. We will be able to recoup some funding for the repair of the roads.

The Chairman reported to the Board that after a negotiation with BlumShapiro, the Auditor indicated a willingness to provide Suffield audit services for three years, at no increase for the first year, 1% for the second year, and 2% for the third year. Mr. Boyd left the meeting at this time.

Mr. Anderson made a motion to amend the Agenda by the addition of an Executive Session for the purpose of the discussion pending litigation; the motion was seconded and the Agenda was amended.

Mr. Anderson moved to enter the Executive Session at 8:05 p.m.; Mr. Sangiovanni seconded. The motion was approved. The meeting entered Open Session at 8:17 p.m. No formal action was taken.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted, Bobbie C. Kling, Secretary BoF.Feb.11.2013